

**Topsfield Finance Committee
Minutes to the Meetings
January 31, 2011**

I. **Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:00 p.m. with Heidi Bond, Paul Dierze, Karen Dow, Kathy Hartmann, Stephen Lais, and Holger Luther present. Selectman Laura Powers and Masconomet School Committee member Ken Vogel were also present. Selectman Chairman Richard Gandt joined the meeting at 7:10.

II. **Minutes:** A motion was made by Holger Luther to accept the 01/31/11 minutes as amended, seconded by Heidi Bond, voted in favor 7-0.

III. **New Budget Model:** Members were presented with the first version of the FY 2012 Budget Model. The Model will be posted on the Town website as soon as possible.

IV. **Upcoming Meeting Schedule:** Due to weather predictions, the Committee canceled their scheduled February 2nd meeting. The next meeting of the Committee will occur on February 14, 2011 at 5:30 p.m in the Proctor School Library's Teacher's Lounge. The following departments are scheduled to make budget presentations at this meeting:

A. Financial Team	5:30
B. Police	6:00
C. Fire	6:30
D. Library	7:00
E. Highway	7:30
F. Water	8:00
G. Town Clerk	8:30

The following meeting of the Committee will occur on February 28, 2011 at 5:30 p.m in the Proctor School Library's Teacher's Lounge. The following departments are scheduled to make budget presentations at this meeting:

A. Masconomet	5:30
B. Parks & Cemetery	6:30
C. Inspectional Services	7:00
D. Conservation Commission	7:30
E. Elementary Schools	8:00

V. **Liaison Reports on Department Budgets:** Members discussed the importance of identifying items that may be over guidelines, but are essential to the functioning of the Town. The Committee began preliminary review of FY2012 Departmental Budgets.

Steve Lais reported on the following budgets:

- A. Town Accountant
- B. Town Assessor
- C. Sealer of Weights and Measures
- D. Treasurer/Collector
- E. Long and Short Term Debt
- F. Soldier and Sailor Graves

Kathy Hartmann reported on the following budget:

- A. Elementary Schools

During the presentation, members discussed the mechanism of handling tuition received from out of town special education students. This topic will be revisited at a later meeting.

Departments will present their budgets during the next two meetings.

VI. **Adjourn:** A motion was made by Holger Luther to adjourn at 7:50 p.m., seconded by Steve Lais, voted in favor 7-0.

Respectfully submitted,
Erica Clay